

# **YMCA of Southwestern Indiana Whistleblower Policy**

It is the policy of the YMCA of Southwestern Indiana to require that all directors, officers, staff and volunteers uphold the highest standards of business and personal ethics in the performance of their duties and responsibilities.

The YMCA of Southwestern Indiana requires that all complaints or concerns of wrongdoing including but not limited to: potential fraud, waste, accounting or auditing matters, dishonesty, violations of association policies, unsafe practices and/or any other violation of laws or regulations be reported immediately.

## **Reporting:**

There are several options available for reporting:

1. Immediate supervisor
2. A supervisor in the employee's chain of command, or another supervisor who an employee is comfortable with approaching
3. Contacting the Human Resource Director
4. Contacting the Chief Executive Officer
5. YMCA Staff Website

Complaints should be factual and contain as much specific information as possible in order to support the process of investigation. Complaints may be made anonymously.

## **Once a report is made:**

Any supervisor who receives a report should take it seriously and immediately notify the Human Resource Director and their immediate supervisor or most appropriate next level supervisor. If the reporter is not satisfied that the issue has been investigated or resolved, they are encouraged to report the matter to the next highest level in the organization.

Other employees and/or legal, accounting or other advisors as appropriate may be enlisted to assist with or conduct an investigation. Further, concerns of a financial, legal or other situations which may adversely impact the reputation of the Association will be brought to the attention of the Board Chair and/or Executive Committee by the CEO and/or the Human Resource Director.



All complaints will be taken seriously, promptly investigated (to begin no more than five business days from receipt of complaint) and disciplinary action up to and including dismissal will be taken as deemed appropriate.

**Non-Retaliation:**

Any individual who, in good faith, reports a possible violation involving fraud, waste or abuse, accounting or auditing matters, dishonesty, violations of association policies, unsafe practices and/or any other violation of laws or regulations, even if mistaken, or any employee who assists in the investigation of a reported violation, will be protected from any form of retaliation as result of their report or involvement. Any suspected acts of retaliation should be reported to the Human Resource Director and/or the CEO immediately.

**Mandatory Reporting:**

The YMCA reporting policy and procedure does not alter or replace the Child Safety Guidelines. Employees must follow the mandatory reporting requirements detailed in the Child Safety Guidelines regarding child abuse.

